The Four Times of a KaroEcho ARES/RACES Modified Message Form 213

1. Subject Line Time/Date: When was the message composed and by whom
2. Header Time: It was filed by WQGS321 at 1057
3. Footer: When was it received (time/date) and from whom/by whom?
4. Disposition: Was the message delivered or relayed and to whom/by whom? Time/ Date

Word Count/Check Clarifications
An X is used as a separator. It is written as an X and is counted as 1 word. It is voiced as: XRAY. X substitutes for a period, exclamation mark, comma, colon, dash, or any other punctuation if used as a separator to avoid ambiguity. X is not used at the very end of the text message. Simply voice, “BREAK”. Break is not counted as a word in the text body nor is it written down. Break is simply a separator used to separate the text body from the signature. End the message with “End, no more” (if no more messages are to follow) or “End, more to follow” or simply, “End more” (in order to alert the receiving operator that more messages are to follow). Alternately, voice, “End, 1 more to follow”.

To indicate that a phrase is a question, voice “QUERY” and write “query” down as a word in the text. “Query” serves as a single word replacement for “question mark” and is counted in the word count. Query can be used at the end of a text if it is warranted to clarify that the phrase was a question as opposed to a statement.

Numbers/Numerals
645 is voiced, “**figures** six four five” and is counted as 1 word. When Six Four Five is written out it is voiced as: “I spell, sierra india xray I spell foxtrot oscar uniform romeo I spell foxtrot india victor echo” and is counted as 3 separate words.

Mixed groups are a combination of letters, numbers, and/or punctuation. It is prefaced as “mixedgroup”. Example 2wdw63/ is voiced, “Mixed Group twowhiskeydeltawhiskeysix3forward slash”. It is counted as one word.

Initials are prefaced with the word Initials. Example: “Initials juliet papa” for JP. JP is counted as one word. If sent as “initials juliet initials papa” it is counted as two separate words. “initials, JULIET PAPA SIERRA is counted as one word and written as JPS.

An Example of a poorly composed text, but containing the elements above and the **four times..**

1. Message #14 E KJ6WSS was composed by the FIELD MEDICAL OFFICER at

1932
2. It wasn't filed by the radio op (KJ6WSS) until 1945 when it was listed on the net.
3. It was received by W6BBQ at 1951 for Relay to the Richmond EOC at the San Pablo Ridge Relay Station
4. It was sent to Richmond EOC (KJ6AAT) at 2037 by KN6BVF at the San Pablo Ridge Relay Station

Number #	Precedence (E P W R)	Handling* HX*	Station of Origin Callsign	Word Count* Check*	Place of Origin LOCATION	Time Filed HHMM	Date Month/ Day
14	E		KJ6WSS	28	Cranewa y Pavilion	1945	Apr 1

TO: NAME/POSITION
JP Morgan Medical Director
LOCATION (Address, Telephone, Email, etc. optional if relevant)
RICHMOND EOC

SUBJECT: **DATE:**
TIME:
20 Ventilators Desperately Needed Apr 1
1932

TEXT: (one word, or number/letter group, per box)

OUT	OF	PPE/652	VENTILATORS	X	5
20	NEW	POSITIVE	CASES	NEWLY	10
ARRIVED	AND	IN	IMMEDIATE	NEED	15
OF	CLASS	TWO	ZERO	SIX	20
OR	BETTER	VENTILATORS	X	CAN	25
YOU	PROVIDE	QUERY			30
					35
					40

					45
					50

BREAK

FROM/Signature: Name/Position:

ALAN ALLEN MD FIELD MEDICAL OFFICER AUXILLIARY HOSPITAL W21

LOCATION (Address, Telephone, Email, etc. optional if relevant)

Craneway Pavilion Richmond

FOOTER: (For Radio Operator's Records Only)

Received from Station KJ6WSS Time 1951 Date APR 3 By Operator (callsign) W6BBQ

Sent/Delivered To Station KJ6AAT Time 2037 Date Apr 3 By Operator KN6BVF

*** Optional** **Red: ICS 213 Fields**

(Rev. 03/03/2020)